

April 26, 2023

Standards Council of Canada
55 Metcalfe Street, Suite 600
Ottawa ON K1P 6L5
Canada

**Subject: Request for Proposal (RFP) # 2023-05
National Workshop Agreement for addressing the issue of online sale of
unapproved consumer electrical products.**

This document represents an invitation to Bidders to submit their proposals to the Standards Council of Canada (SCC) to develop a National Workshop Agreement to bring together key stakeholders involved in the issue of online sales of unapproved consumer electrical products; and to create understanding and co-ordination amongst various stakeholders including but not limited to federal, provincial, and territorial authorities having jurisdiction (AHJs), industry, consumers, and conformity assessment bodies. .

In accordance with the Statement of Work attached hereto as Appendix "B", SCC will issue a contract to the successful Bidder, establishing the pricing and terms / conditions under which the project will be undertaken.

Proposals must be received by SCC no later than **16:00 hours, (4 p.m.) EDT on Thursday May 25th, 2023**. It is the Bidder's responsibility to deliver their proposal prior to **the time/date of bid closing**. Proposals received after 16:00 hours will not be accepted; they will be returned to the sender unopened.

PROPOSALS ARE TO BE SUBMITTED ELECTRONICALLY TO contracts@scc.ca by the time/date of bid closing (including the financial proposal).

1. ATTACHMENT 1 – Technical Proposal

NOTE: No financial information is to be included in ATTACHMENT 1

2. ATTACHMENT 2 – Financial Proposal

Proposals that do not contain the requested documentation or deviate from the required financial format (as per Appendix D of SCC RFP #2023-05) may be considered incomplete and disqualified.

SCC is not obliged to accept the lowest bid and/or any proposal.

Questions with respect to the meaning or intent of this process, or requests for correction to any apparent ambiguity, inconsistency or error in the document must be submitted in writing to contracts@scc.ca and must be received by 12:00 hours (noon) EDT on **Monday, May 8th, 2023**. All answers will be communicated to all potential bidders via email.

Request for Proposal # 2023-05

List of documents:

APPENDIX A: REQUEST FOR PROPOSAL – ACCEPTANCE FORM

APPENDIX B – STATEMENT OF WORK

APPENDIX C – TECHNICAL EVALUATION CRITERIA

APPENDIX D - FINANCIAL PROPOSAL

APPENDIX A: REQUEST FOR PROPOSAL – ACCEPTANCE FORM

Proposal Submitted by

(Name of Company)

(Complete Address)

GST/HST Number _____ **BIN Number** _____

Telephone Number: _____

Fax Number: _____

Contact Person: _____

Contact Email Address: _____

1. The Undersigned (hereinafter referred to as “the Bidder”) hereby proposes to the Standards Council of Canada (SCC) to furnish all necessary expertise, supervision, materials, equipment and other incidentals necessary to complete to the entire satisfaction of SCC or their authorized representative, the work described in the Statement of Work attached hereto as Appendix “B”.

2. The Bidder hereby proposes to perform and complete the work in accordance with the terms and conditions (at the place and in the manner) specified in:
 - (i) Appendix A - attached and entitled “Request for Proposal – Acceptance Form”;
 - (ii) Appendix B - attached and entitled “Statement of Work”;
 - (iii) Appendix C - attached and entitled “Technical Evaluation Criteria”;
 - (iv) Appendix D - attached and entitled “Financial Proposal”; and
 - (v) Appendix E - attached and entitled “Sample SCC Template / Services Agreement Contract”.

3. **Period of Services**
 - (i) The contract award date is the date that the contract is signed by the Bidder and SCC.
 - (ii) The service start date is the date that the Bidder and SCC agree to commence the work.
 - (iii) The Bidder hereby proposes to perform the work commencing on the service start date and have work completed as established in Appendix B.

4. Financial Proposal

The Bidder hereby proposes to perform and complete the work as per the financials outlined in Appendix D: Financial Proposal of SCC RFP #2023-05, which represents the total financial proposal.

5. Optional Modifications

In the event that SCC requests the successful Bidder to proceed with any optional modifications or additional changes to the process, payment for this additional work will be based on the per diem rates quoted (see Appendix D of SCC RFP #2023-05).

Authorization to proceed with additional work will be provided by way of a contract amendment as per the established proposal.

6. Optional Years

SCC may decide, at its discretion, to exercise an option by means of formal contract amendment, to extend the term.

7. Federal Goods and Services Tax (GST) and Harmonized Sales Tax (HST)

The prices and rates quoted as part of the Bidder's proposal are NOT to include any provision for taxes.

8. Payment Schedule

As a result of acceptance of the Bidder's proposal, SCC reserves the right to negotiate an acceptable payment schedule prior to the awarding of a contract and/or any amendments.

9. Appropriate Law

Any contract awarded by SCC as a result of SCC RFP #2023-05 shall be governed by and construed in accordance with the laws in force in the Province of Ontario, Canada.

10. Tender Validity

The Bidder agree(s) that their proposal will remain firm for a period of 90 calendar days after the **the time/date of bid closing**.

Signatures

The Bidder herewith submits this bid in accordance with the requirements specified in the Request for Proposal documents.

SIGNED this _____ day of _____, 2023

Per _____
NAME OF COMPANY

Per _____
(Signing Officer and Position)

Per _____
(Signing Officer and Position)

APPENDIX B – STATEMENT OF WORK

STATEMENT OF WORK FOR A NATIONAL WORKSHOP AGREEMENT ADDRESSING THE ISSUE OF ONLINE SALE OF UNAPPROVED¹ CONSUMER ELECTRICAL PRODUCTS

BACKGROUND	<p>In 2018, the Canadian Advisory Council on Electrical Safety (CACES) formed a task force with a mandate to investigate the magnitude and impact of unapproved or counterfeit consumer electrical products that are sold online (also referred to as e-commerce). The task force undertook the following activities:</p> <ul style="list-style-type: none">• Comparative domestic and international jurisdictional scan to understand the regulatory requirements,• Reviewing the data related to e-commerce by Statistics Canada,• Reviewing best practices for education and promoting awareness about the issue, and• Quantifying and assessing the risk for unapproved consumer electrical products sold in Canada. <p>The task force concluded that:</p> <ul style="list-style-type: none">• The online sales of unapproved consumer electrical product data is not collected consistently or at all; estimating the magnitude and impact is improbable without this information or a significant resource commitment,• There are strong indications that there is a growing trend towards e-commerce for consumer electrical products without clear information provided as to whether the products meet the required compliance to applicable safety standards,• It is unclear if the appropriate information is provided to retailers and consumers regarding Canadian regulatory requirements for consumer electrical products, and• While provincial powers (enforcing the sale of approved electrical products) and federal powers (addressing consumer products more generally, responding to incident reports and taking various actions including recalls) differ, they can collectively contribute to data collection, information sharing, and promoting awareness and education for consumers and retailers regarding the Canadian regulatory requirements. <p>Based on undertaken activities and the subsequent conclusions, the task force proposed to involve the Standards Council of Canada (SCC) to explore ways on how the standardization system could provide support to effectively address the issue of online sales of unapproved consumer electrical products.</p> <p>On March 8, 2021, the Standards Council of Canada (SCC) was invited to the CACES task force meeting and presented ways in which the standardization system may further support the efforts of CACES. SCC's support options to help address the issue of online sales of unapproved consumer electrical products included:</p> <ol style="list-style-type: none">1. Standardization Landscape,2. Participation in International Forums, and
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¹ Unapproved in this context means that a product does not meet all of the requirements of the mandated national standard, or CSA SPE-1000, which applies to the product in question. This can be due to a lack of certification or due to other reasons (e.g. counterfeit labelling, changes made to the product which affects the compliance to the standard, etc.).

	<p>3. National Workshop Agreement.</p> <p>This statement of work is intended for the development of a National Workshop Agreement to:</p> <ul style="list-style-type: none"> • Bring together key stakeholders involved in the issue of online sales of unapproved consumer electrical products; and • Create understanding and co-ordination amongst various stakeholders including but not limited to federal, provincial, and territorial authorities having jurisdiction (AHJs), industry, consumers, and conformity assessment bodies.
<p>PROJECT</p>	<p>CACES and SCC will partner to procure and award a contract to a successful bidder for the development of a National Workshop Agreement addressing the issue of online sale of unapproved consumer electrical products.</p> <p>This workshop aims to address the potential health or safety hazards, as identified by CACES’ taskforce formed to investigate the magnitude and impact of unapproved consumer electrical products that are sold online.</p>
<p>OBJECTIVE</p>	<p>The sale of unapproved consumer electrical products as well as those same products which are marked as being approved but are in fact not approved (counterfeit labelling), may introduce hazards/dangers to human health or safety. This is especially true for online sale of unapproved products that can pose potential health or safety hazards, during or as a result of normal or foreseeable use and may cause death or have an adverse effect on human health including but not limited to an injury.</p> <p>A National Workshop Agreement .will kickstart the consensus process and bring key stakeholders together. The goal is to reach general agreement on best practices to help prevent online sales of unapproved consumer electrical products. The participants will brainstorm possible Canadian solutions to help address the associated health or safety concerns in an open workshop environment. The National Workshop Agreement will be developed in accordance with the SCC’s guidelines.</p> <p>The National Workshop Agreement will take into consideration the recommendations developed by CACES’ taskforce. Associated activities may be conducted virtually or in person, due to COVID-19 pandemic and as permitted by applicable COVID-19 safety protocols. The resulting National Workshop Agreement report will be available at no charge to the public, in both official languages.</p>
<p>SCOPE</p>	<p>The following may be considered within the project scope:</p> <ul style="list-style-type: none"> • Defining the problem in the Canadian context and the existing and potential implications caused by it. This is to include identifying any gaps in legislation/enforcement, • Bringing together key stakeholders to discuss and reach general agreement on best practices to help prevent online sale of unapproved consumer electrical products in the Canadian context. This is to include regulators from across the country, Canadian accredited certification bodies, online industry leaders (Amazon, E-Bay, etc.), industry /associations (EFC, AHAM, RCC, etc.) as well as retailers, distributors, and manufacturers as feasible,

	<ul style="list-style-type: none"> • Developing a list of existing international solutions, • Creating understanding and co-ordination among stakeholders including key market players and regulators to exchange concerns/issues in an open workshop environment and brainstorm Canadian solutions to help address the health or safety hazards associated with the online sale of unapproved consumer electrical products, • Developing guidance for preventive and precautionary measures in this space including possible roles that can be implemented by different stakeholders, federal/provincial/territorial regulators, industry, retailers, etc., and • Exploring possible enforcement measures that regulators can use and implement, as a “Call to Action”. Further explore enforcement tools that can be implemented by provincial and territorial regulators versus the federal level.
DELIVERABLES	<ul style="list-style-type: none"> • A report on any gaps identified in legislation/enforcement. • A guidance document outlining a Canada-wide solution. • A call-to-action report with identified next steps by the related entities.
TIME TO DEVELOP	To be completed in approximately 6 months.

See attached deliverables table

Stage	Guidance	Deliverable
Stage 1: Preparatory Work (Guidance clauses 2, 2.1, 2.2)	a) The SUPPLIER shall conduct appropriate research/scanning to ensure available information is collected. b) The SUPPLIER shall ensure that appropriate engagement is conducted to secure key targeted stakeholders. a) The SUPPLIER shall ensure an “active offer” is made to ascertain the official language preference of stakeholders and ensure that the engagement is conducted pursuant to this preference.	a) Confirmation that the required research/scanning has been conducted. b) Confirmation that the required engagement has been conducted. a) Confirmation that language preferences were provided as identified through the “active offer”.
Stage 2: Proposal (Guidance clauses 3.1, 3.1.1)	a) The SUPPLIER shall document the need for the Workshop Agreement, including but not limited to: <ul style="list-style-type: none"> • Purpose and justification • Relevant documents • Lists of organizations that may be interested b) Generate project work plan with clear deliverables and matching timelines for completion.	a) Confirmation that the need has been identified. b) Obtain SCC approval of project work plan.

	<p>c) Identify appropriate project scope (based on sponsor needs, standard landscape research, intended WA application needs, such as certification).</p> <p>d) Conduct a coordination meeting with SCC and project sponsor (if any).</p> <p>a) The SUPPLIER shall ensure an “active offer” regarding the use of both official languages is made.</p> <p>e) The SUPPLIER shall document their evaluation and approval to proceed with the Workshop Agreement.</p>	<p>c) Obtain SCC approval of the project scope.</p> <p>d) Confirmation coordination meeting was held.</p> <p>a) Confirmation that language preferences were provided as identified through the “active offer”.</p> <p>e) Confirmation that required evaluation and approval has been conducted.</p>
<p>Stage 3: Workshop Awareness (Guidance clauses 3.1, 3.2.1, 3.2.2)</p>	<p>a) The SUPPLIER shall ensure an “active offer” regarding the use of both official languages is made to the workshop participants.</p> <p>b) The SUPPLIER shall proactively inform the key targeted stakeholders through its communication channels regarding the Workshop Agreement.</p> <p>c) The SUPPLIER, in consultation with subject area expert(s), shall identify appropriate Workshop Agreement participants and solicit their attendance.</p> <p>o The SUPPLIER shall ensure an “active offer” regarding the use of both official languages is made to the new participants.</p>	<p>a) Confirmation that participants were consulted regarding their official language preference and that communication is being provided pursuant to the identified preference.</p> <p>b) Confirmation that the required communication has been conducted.</p> <p>c) Confirmation that appropriate participants have been identified and secured their participation.</p> <p>o Confirmation that language preferences were provided as identified through the “active offer” for the new participants.</p>
<p>Stage 4: Workshop and WA Draft (Guidance clauses 3.3, 3.3.1, 3.3.2, 3.3.3, 3.3.4, 3.3.5)</p>	<p>a) The SUPPLIER shall identify a Workshop Agreement leader who is capable of leading and facilitating discussion.</p>	<p>a) Confirmation that an appropriate leader has been identified.</p>

	<ul style="list-style-type: none"> b) The leader shall help to ensure that a comprehensive discussion on identified topic(s) is conducted. c) The leader shall help to ensure all participants are provided the opportunity to express their viewpoints. The leader shall help to ensure that all participants are able to communicate in the official language of their choice. d) The SUPPLIER shall document the agreed upon outcomes of the meeting discussions. e) The SUPPLIER shall draft the Workshop Agreement and circulate with the participants. This may be repeated until general agreement of participants is achieved. f) Depending on the language preferences of participants voiced when the active offer was made, these may need to be done in both official languages. <p>Note: this process may be conducted through a facilitated online platform.</p>	<ul style="list-style-type: none"> b) Confirmation that the SUPPLIER has facilitated the required discussion. c) Confirmation that the SUPPLIER has facilitated the opportunity to collect all the viewpoints. d) Confirmation that the meeting outcomes address the objectives. e) Confirmation that general agreement has been reached on the circulated draft. f) Confirmation that language preferences were provided as identified through the “active offer”.
<p>Stage 5: Publication</p> <p>(Guidance clauses 3.4, 3.4.1, 3.4.2, 3.4.3)</p>	<ul style="list-style-type: none"> a) The SUPPLIER shall ensure that the published Workshop Agreement includes an adequate descriptor to facilitate tracking. b) Develop and obtain SCC approval for any joint communications, if applicable. Any joint communications shall be in both official languages. c) The SUPPLIER shall publish the Workshop Agreement within 2 months from the final workshop date, simultaneously in English and French, and proactively distribute it to affected/interested stakeholders. d) The SUPPLIER shall ensure that the Workshop Agreement is publicly available online at no-fee for the first 3-year lifecycle in downloadable PDF format or until it is replaced by another standard deliverable. The cost displayed for the WA shall be 	<ul style="list-style-type: none"> a) Confirmation that appropriate descriptor to facilitate tracking has been included. b) Obtain SCC approval for joint communications c) Confirmation of the publication, including timing and language requirements, and of the proactive distribution. d) Confirmation that the Workshop Agreement is publicly available on-line at no fee.

	<p>displayed as "\$0.00" or "at no fee" for Canadian IP addresses.</p> <p>e) A concise report explaining how the Technical Experts considered gender responsiveness when drafting the requirements of the WA, and the outcome.</p>	<p>e) Copy of Gender report provided to SCC</p>
<p>Stage 6: Maintenance (Guidance clauses 3.5, 3.5.1, 3.5.2)</p>	<p>a) The SUPPLIER may monitor, track and collect feedback from users.</p> <p>Note: feedback collection may be conducted through a facilitated online platform.</p> <p>b) The SUPPLIER shall review the Workshop Agreement within a 3-year timeframe.</p>	<p>a) Confirmation that a process is in place to monitor, track and collect feedback from users.</p> <p>b) Confirmation that a process is in place to ensure that the review occurs within the 3-year timeframe or until the date when it is replaced by another standard deliverable.</p>

APPENDIX C – TECHNICAL EVALUATION CRITERIA

APPENDIX C: TECHNICAL EVALUATION CRITERIA

Technical Evaluation Process

The technical evaluation for the development of a Workshop Agreement (WA) will consist of:

1. A determination of the compliance of each bid with the mandatory requirements stated in Part A below.
2. Each proposal that meets the stated mandatory requirements will be evaluated against the point-rated technical selection criteria. Bidders must achieve a minimum score of 70% (70 points of a possible 100 points) for the point-rated technical criteria as stated in Part B below. Only proposals meeting these requirements will be considered.
3. In the financial evaluation, tendered prices of the qualified bids will be computed as follows:

$$F = 30 + (21 * (1 + |n|))^n$$

Where,

$$n = (Y - P) / Y$$

P = Bid Price

Y = Internal Budget

The financial evaluation may achieve a maximum score of 30 points.

An Evaluation Committee, consisting of at least three (3) SCC or SCC-appointed representatives, will be formed to assess all bids received in response to SCC RFP# 2023-05. The committee will be dissolved after the successful completion of their duties in selecting the Bidder with whom SCC will contract for the delivery of the WA for “Online Sales of Unapproved Consumer Electrical Products”.

The technical evaluation for the successful bidder that will lead the development of the WA will consist of the two (2) phases described below:

4. Part A – Evaluation of Mandatory Requirements. This phase will consist of determining compliance of submitted Proposals against mandatory requirements. Proposals meeting all the mandatory requirements will be considered for the second phase. Proposals that do not substantially comply with all mandatory requirements and / or are substantially incomplete, will be disqualified and not evaluated further.
5. Part B – Evaluation of Point-Rated Criteria. This phase will consist of evaluating the (i) technical and (ii) cost merits of proposals, which meet the stated mandatory requirements, against the point-rated technical selection criteria. Respondents must achieve a minimum score of 70 points (of a possible 100 points) for the point-rated technical criteria, to be considered for the point-rated cost criteria, which will evaluate respondents' financial proposals for a maximum of 30 points. The highest-ranked Bidder will be determined using the highest combined rating of technical merit (70%) and cost (30%).

PART A: Mandatory Requirements

Proposals will be assessed by an SCC Evaluation Committee to determine whether they meet mandatory requirements pertaining to:

- The Bidder, and
- The Project Team.

The Bidder

Each Bidder submitting a response to RFP# 2023-05 for “Online Sales of Unapproved Consumer Electrical Products” must demonstrate to the satisfaction of the Evaluation Committee that:

- The Bidder has the competency to develop standards solutions, and the ability to comply to SCC’s WA guidelines, by submitting 2 copies of previously published WA or like deliverables;
- The Bidder must provide examples of technical competency to a develop a WA;
- The Bidder has the capacity to engage the stakeholders identified by the Standards Council of Canada, as well as to identify and engage any additional experts necessary to ensure industry needs are incorporated in the development of the WA;
- The Bidder has the capacity to publish the WA within the timelines specified.

The Project Team

Each Bidder must agree to the following mandatory requirements for the Project Leadership Team:

- At least three (3) years of experience in overseeing standards solutions development; and
- At least two (2) years of experience managing committees of volunteer experts in the development of consensus-based standards solutions.

As part of the proposal, the Bidder must include the following information for each Team Member (resource):

- a) Name of the proposed Team Member and the role for which they are proposed;
- b) A list of qualifications directly related to the requirements;
- c) Chronological work experience;
- d) A detailed list of relevant academic and professional attainments.

Only those proposals that are judged by the Evaluation Committee to have met all stipulated mandatory criteria will receive further consideration.

PART B: Point-Rated Requirements

Each proposal must demonstrate to the satisfaction of the Evaluation Committee that all stipulated mandatory requirements can be substantiated through the evaluation of the point-rated requirements in the following five (5) categories, for which the respondent must include a response:

Category		Max. Points
I.	Experience/competence of the bidding organization in developing standards solutions	34
II.	Project team experience in type of work being proposed	26
III.	Distribution and outreach strategy	18
IV.	Project schedule	12
V.	Quality of the proposal	10
Total Possible Points		100

The point-rated requirements correspond to specific criteria, which have been identified as forming the basis for the accumulation of points in each of the five (5) categories. Each proposal **must include a response to each category**.

70 of the possible 100 points must be achieved (70%) in order for the financial elements of the bid to be evaluated.

The Evaluation Committee will assess the experience and competence of the Bidding Organization (“the Bidder”) with respect to RFP# 2023-05, in the development of standards solutions.

I. Experience/competence of the bidding organization in developing standards solutions

The Bidder must provide examples that demonstrate the extent to which they meet each criterion. The same example may be used to meet various criteria but must be revised accordingly to highlight the context within which it applies. The basis for scoring each criterion is provided in the table below.

“Recent”, unless otherwise stated means within the last five (5) years.

Criterion	Basis for Scoring	Possible Points
I.A The Bidder is asked to provide two (2) current or recent examples that demonstrate that the Project Team has successfully managed volunteer expert committees responsible for the development of standards solutions projects.	For each example, points will be awarded as follows: <ul style="list-style-type: none"> - up to four (4) points if the example adequately demonstrates successful management; - up to seven (7) points if the example convincingly demonstrates successful management. - Note: If the Bidder provides more than two (2) examples, only the first two (2) examples will be scored in the order they appear. 	14

Criterion	Basis for Scoring	Possible Points
I.B The Bidder is asked to provide two (2) examples that demonstrate the Project Team has experience with the successful oversight of logistics for the development of standards solutions development projects.	For each example, points will be awarded as follows: <ul style="list-style-type: none"> - up to two (2) points if the example adequately demonstrates successful oversight; - up to four (4) points if the example convincingly demonstrates successful oversight. - Note: If the Bidder provides more than two (2) examples, only the first two (2) examples will be scored in the order they appear. 	8
I.C The Bidder is asked to demonstrate their ability to successfully develop a WA based on the SCC WA guidance.	Points will be awarded as follows: <ul style="list-style-type: none"> - up to five (5) points for a basic plan that identifies key details, deliverables, and key assumptions; - up to eight (8) points for an adequate plan that identifies the main details, deliverables, and key assumptions; - up to twelve (12) points for a thorough plan, that includes details, deliverables, and key assumptions, and explains how they would contribute to the development of a strong WA. 	12

II. Project team experience in the type of work being proposed

The Evaluation Committee will assess the experience and competence of the Bidder's proposed Project Team members with respect to the range of activities required for the development of a WA in the context of RFP# 2023-05.

The Bidder must provide examples that demonstrate the extent to which they meet each criterion. The same example may be used to meet various criteria but must be revised accordingly to highlight the context within which it applies. The basis for scoring each criterion is provided in the table below.

NOTE: Unless otherwise specified, in cases where more than one Team Member is proposed for a specific resource category, an average of the individual scores will be used as the score for that particular category.

Criterion	Basis for Scoring	Possible Points
II.A The Bidder is asked to provide two (2) current or recent examples that demonstrate experience and competence in the development of standards solutions related to online sales of	For each example, points will be awarded as follows: <ul style="list-style-type: none"> - up to four (4) points if the experience is implied or indirect; - up to eight (8) points if the experience is explicit and directly related to domain online sales of unapproved consumer electrical products. 	16

Criterion	Basis for Scoring	Possible Points
unapproved consumer electrical products.		
II.B The Bidder is asked to provide two (2) examples within the past three (3) years that demonstrate they have active relationships with organizations central to domain online sales of unapproved consumer electrical products.	<p>For each example, points will be awarded as follows:</p> <ul style="list-style-type: none"> - up to three (3) points if the experience convincingly demonstrates meaningful communication with the organizations; - up to five (5) points if the experience convincingly demonstrates a relationship that involves active collaboration with the organizations. 	10

III. Distribution and outreach strategy

The Successful Bidder will plan and implement an outreach strategy to be approved by SCC in advance that will ensure appropriate engagement in the development of the WA and subsequently, increase awareness of the publication. Evaluation of each Bidder's proposed outreach strategy will be based on the Bidder's preliminary understanding of and connections with the target audience for the WA.

In particular, the Evaluation Committee will assess the depth of the Bidder's understanding of and connections with the target audience, proposed method(s) of communication, and any proposed complementary materials to facilitate greater awareness, understanding and application of the WA across Canada. The Bidder must provide examples that demonstrate the extent to which they meet each criterion. The basis for scoring with respect to each criterion is also provided in the table below.

Criterion	Basis for Scoring	Possible Points
III.A The Bidder is asked to demonstrate an understanding of and connections with the target audience.	<p>Points will be awarded as follows:</p> <ul style="list-style-type: none"> - up to three (3) points for a breakdown of the target audience into relevant organizational categories; - up to five (5) points for a breakdown of the target audience into relevant organizational categories, listing up to two (2) active contacts in some of the organizational categories with whom the Bidder has an active relationship (including the contact's name, title, and organization); - up to eight (8) points for a detailed breakdown of the target audience into relevant organizational categories, listing up to two (2) active contacts in each organizational category 	8

Criterion	Basis for Scoring	Possible Points
	with whom the Bidder has an active relationship (including the contact's name, title, and organization).	
III.B The Bidder is asked to provide an example of experience promoting standards solutions and capacity to provide easily understood guidance to stakeholders.	Points will be awarded as follows: <ul style="list-style-type: none"> - up to one (1) point for demonstrating experience promoting standards solutions; - up to two (2) points for demonstrating experience promoting standards solutions and developing complementary guidance materials; - up to four (4) points for demonstrating experience promoting standards solutions and developing complementary guidance materials for stakeholders that are also target audiences for contributing and/or implementing the WA. 	4
III.C The Bidder is asked to identify short-term activities for promotion and outreach to facilitate awareness, distribution and understanding of the WA by the target audience.	Points will be awarded as follows: <ul style="list-style-type: none"> - up to three (3) points for an outreach plan with minimal detail or insight; - up to six (6) points for a detailed outreach plan that demonstrates understanding of the needs and characteristics of the target audience. 	6

IV. Project schedule

The Bidder is required to provide a proposed (preliminary) schedule for the development of the WA so that the Evaluation Committee may assess whether the Bidder has a realistic and well-ordered plan for the coordination of development work within the [2-6 month] window, from start to finish. Because the project has an accelerated timeline, further points will be given if the proposed project schedule can complete the development of the WA in a shorter timeframe.

The basis for scoring the proposed schedule is provided in the table below.

Criterion	Basis for Scoring	Possible Points
IV.A The plan and schedule demonstrate that the Bidder has a clear and feasible plan for developing the WA within a [2-6 month] timeframe and conducting distribution and outreach activities by mapping out	Points will be awarded as follows: <ul style="list-style-type: none"> - up to four (4) points if the schedule addresses some main elements of the critical path, with some explanation of how the timelines were determined; - up to eight (8) points if the schedule addresses nearly all main elements of the critical path, with 	12

Criterion	Basis for Scoring	Possible Points
<p>the critical path including provisional dates.</p> <p>If a chart or image is included in the response, the resolution must be high enough such that all labels are clearly readable.</p> <p>A narrative should accompany the schedule, with explanation of how the timelines were determined, including key underlying assumptions.</p>	<p>some explanation of how the timelines were determined;</p> <ul style="list-style-type: none"> - up to twelve (12) points if the schedule addresses all main elements of the critical path, with a thorough explanation of how the timelines were determined, including key underlying assumptions. 	

V. Quality of the proposal

The Evaluation Committee will assess the quality of the proposal to determine whether the information organized within the proposal is presented in a clear and comprehensive fashion.

Criterion	Basis for Scoring	Possible Points
<p>V.A The Bidder is asked to assure that material within the proposal is formatted, organized, and written in such a way as to make clear to the reviewer where responses to mandatory and point-rated requirements are located. The writing should also be concise, easy-to-read, and edited for typos.</p>	<p>Points will be awarded as follows:</p> <ul style="list-style-type: none"> - no more than four (4) points if the proposal is poorly organized, difficult to read, and contains frequent typos; - up to seven (7) points if the proposal is generally well-organized but is somewhat difficult to read and contains some typos; - up to ten (10) points if the proposal is highly organized, concise, clearly written, and contains very few to no typos. 	10

APPENDIX D - FINANCIAL PROPOSAL
(To be supplied by the Bidder)

**APPENDIX D
FINANCIAL TERMS AND CONDITIONS
PAYMENT SCHEDULE**

PROJECT PHASE	STAGE	COST
Project Initiation	Stage 1: Preparatory Work	
Workshop Agreement Development	Stage 2: Proposal	
	Stage 3: Workshop Awareness	
	Stage 4: Workshop Agreement Draft	
Workshop Agreement Delivery	Stage 5: Publication	
	Stage 6: Maintenance	
Contingency Amounts		
TOTAL:		

Notes

1. All prices quoted are in Canadian funds (excluding HST).
2. End of Project Phase is based on the completion of the referenced stages; completion is deemed to be achieved once all deliverables for the referenced stages have been submitted by the Supplier and approved by SCC.
3. Project Completion occurs once the Supplier has completed all deliverables within the Scope of Work (see Appendix A) AND all invoices have been submitted.